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## **Minutes of the Meeting of the Ellsworth Public Library Board of Trustees June 16, 2020**

### **Attending**

Ron Fortier (Chair), Anne Lusby (Treasurer), Spencer Patterson King (Secretary), Ann Dyer, Craig MacDonald, Amy Wisheart (Director), Sandy Abbott (Assistant Director), Keli Gancos, Allegra Pellerano, Charlene Clemons, Kate Cough

### **Call to Order**

Meeting called order at 6:00 pm

### **Consent Agenda**

- 1. Minutes of the May 19, 2020 Regular Meeting**
- 2. Financial Reports and Planning**
  - a) Treasurer's Report**
  - b) Annual Appeal Report**
- 3. Building and Grounds Report**
- 4. Director's Report**

Spencer Patterson King moved to approve the consent agenda

Anne Lusby seconded

5-0

### **Friends of the Library Report**

No meeting to report

### **Unfinished Business**

#### **1. FY20 Revenue**

Revenue from service area towns was above budgeted projections.

#### **2. Non-resident Fees**

Trustees discussed whether to rescind or adjust the grace period on charging fees for cardholders of non-supporting towns. The state executive order regarding town meetings affects the schedule of decisions from area towns, and trustees discussed what might be fair to patrons and towns who have yet to vote.

Ann Dyer moved that the library set October 1, 2020 for collection of cardholder fees for patrons from towns that do not fully support the library and that September 15<sup>th</sup> be the notification date from towns to determine town support.

Anne Lusby seconded  
5-0

### **3. FY21 Budget Review**

Trustees reviewed the history of the library budget and the proposed FY21 budget. Trustees discussed the way the board should engage with patrons and the public regarding news around city council decisions on the library budget. The vote taken by city council last week was not a binding vote; the final budget decision will be made in July.

Ron Fortier will create a timeline of library budget history. Amy Wisehart will collect data from the various surveys that describe the economic impact of library hours drives downtown Ellsworth business. Spencer Patterson King will connect library staff with community members who have expressed an interest in pro bono outreach assistance.

## **New Business**

### **1. Returned Materials Update**

Amy Wisehart discussed managing the return of borrowed materials. Since due dates and fines were delayed to account for safe access and handling, the re-implementation of due dates on materials needs to be managed so as not to overflow the book drop nor overwhelm staff.

### **2. Phase 3 Reopening**

Amy Wisehart reviewed reopening plans including closing the top floor to limit the number of staff in enclosed spaces, reviewed materials access, and discussed plans for providing public computer access.

### **3. July 4<sup>th</sup> Holiday**

Trustees discussed the continuance of the opening schedule as it relates to the municipal and national holiday.

Ann Dyer moved to reopen the library building to the public on July 1<sup>st</sup> per the reopening plan established by the staff

Seconded by Craig MacDonald

5-0

Ann Dyer moved to observe the city holiday on July 3<sup>rd</sup> as well as the national holiday on July 4<sup>th</sup>

Ron Fortier seconded

5-0

**Public Comment**

None

**Executive session per MRSA Title 1, Chapter 13, Sec 405, Paragraph 6A to discuss employment matters**

Spencer Patterson King moved to enter executive session at 8:12 pm

Craig MacDonald seconded

5-0

Anne Lusby moved to exit executive session at 8:35 pm

Spencer Patterson king seconded

5-0

**Adjournment**

Anne Lusby moved to adjourn at 8:35 pm

Ron Fortier seconded

5-0

Respectfully submitted,

Spencer Patterson King, Secretary